

INSTRUCTIONS

To be Observed by the

OFFICERS

Employ'd in Charging the

DUTIES

ON

CANDLES and SOAP

IN

LONDON.



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I. **B**EFORE you intermeddle in Ascertaining the Duties on *Candles* and *Soap*, (provided you are not an established Officer in the Excise already) you are to take the Oaths appointed to be taken by Law; as also the Oath of Office; and in the next Term, or general Quarter-Sessions, after you shall enter upon your Office, you are to take the Test and Abjuration Oaths, as prescribed by the several and respective Acts of Parliament. But if you are an Established Officer, then the Oath of Office will be sufficient.

II. YOU are punctually to observe the Time of your coming to the Chamber, at the beginning of your Course, according to the Method hereafter mentioned (except in case of Sickness, or some unavoidable Hindrance, of which you are to give timely Notice to the Surveyor, or Officer then on Duty) at which time you are to enter the Day and Hour of your coming into the Walk, and in like manner you are to enter the Hour when you go out.

III. YOU are never to leave the Chamber, until relieved by the Officer that is to succeed you, unless he doth not come within one Hour after the Time you were to be on Duty is expired; in which Case you must enter in again, and take care of the Business, until relieved by some other Officer, or your Surveyor.

IV. WHEN any Chandler gives his Declaration of a Making, it must be in Writing, wherein he must mention the particular Hour he intends to begin, the Sizes they are intended for, whether long or short, and the Number of Candles on each Stick, and the Number of Hoops or Moulds there are of each Size; if Mould Candles, require him to declare no more than he intends to make before he ceaseth Work; in either Case you are to insert the particular Sorts on the Specimen, and then in your Minute-

nute-book, with the Name of him that declared, and Hour of beginning to work: And at the End of your Course, post the Total Number of Sizes, Sticks, Hoops or Moulds into the Ledger kept at the Chamber for that Purpose.

V. YOU are to observe the Walks are double Officer'd at Morning seven, and at Evening eight, to the Intent the Houses may all be survey'd early every Morning, and late every Evening. And that the same may be punctually performed, you are to insist to have Entrance in those Surveys at each House. The M. 12 Officer, You are to get Entrance at every House where Makings are depending, and where the preceding Officer had not an Account of the Candles finished; and also at as many other Houses as you can have Entrance. The M. 7 Officer, You are to begin at the beginning of the Walk, and proceed until you meet the Assistant, who begins at the reverse End of the Walk, and is also to proceed until he meet you (if not otherwise directed.) When that is done, both are to repair to the Chamber, and enter in the Journal the Time of that Entry, and the Names of those who have declared, or given Notice to work, with the Time when. After you have observed who are at work, and doubled on them you are to

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survey

survey the Silent Houses in that Part of the Walk survey'd by the Assistant; and at the End of your Duty you are again to enter in the Journal, with what more Notices you have receiv'd, and conclude with these Words, *No more to enter*; if you have no Notices, then write, *None to Enter*; and sign your Name. The Officer that is on Duty from E. 3. to E. 10. You are to begin your Course at the beginning of the Walk, and proceed as far as the Officer M. 7. did, and to the Working-houses in the other Part; then come to the Chamber, and Enter in the Journal as above. After 8 in the Evening, you are to begin at the last House, and proceed half round; when that is done, you are again to Enter in the Journal. The Officer from E. 8. to M. 12. You are to begin at the beginning of the Walk, and survey half round, and to the Working-Houses, and at as many of the Working-Houses as you can; you are to see the Makings finished, and take Estimations on them, and then Enter in the Journal, as before directed.

VI. YOU are in every Survey to Enter the Condition of each House on the Specimen, and in your Minute-book. And observe in future, you are not to divide your Minute-book, but begin at the beginning thereof, and place one House close under the other, and not to leave any Space between them.

VII.

VII. WHEN on your Survey you find the Candles in Operation, you are to take an Account how many Sticks, Hoops or Moulds there are of each Size, and how many Candles there are on those Sticks or Hoops, and how often the Moulds have been drawn, with proper Remarks on the Progress of the Making, which you are to Enter in your Minute-book, and post into the Ledger at the End of your Course; you are also at such Times to inspect the Entred Parts of the House, and such other Places as you suspect may be likely for concealing of Candles from your View.

VIII. YOU are to observe, where your Survey is, first, after any making of Candles is finished, you are not to weigh them off, but to take as near an Estimation on them as possible; also where you find any of the Sizes differ from the Declaration, you are to cast your Estimation, and post the same into the Ledger. The Second Officer is to require to see the Candles weighed. This is what you must punctually comply with, that one Officer may take the Estimation, and another the Weight. Whenever you do weigh the Candles, before you proceed, take care the Tare be truly adjusted, and Entred in your Book; that there be the same Number of Sticks; and that there are on those Sticks the same Number of Candles and Sizes which
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the Declaration sets forth; and that each Size be weighed separately, where any Suspicion is that they differ from the Declaration. Also beware you are not imposed upon by false Weights, or counter-ballancing those Sticks whereon the Candles are, with others of an extraordinary Weight, then enter the gross Weight of each Draught in your Book, and after they are added up deduct the Tare out of the Sum Total, and give the Chandler the neat Charge, or Weight of the whole Making; but if you observe, that any of the Sticks or Candles are missing from a former Account, you are to charge so much as such Candles so missing may reasonably be computed to weigh.

IX. WHERE any Making of Candles is depending, and not likely to be finish'd 'till 11 at Night, or after, you are so to contrive (if they will be finish'd in your Time on Duty) as that you may have an Account by Estimation, after the Mould is drawn; if not, the next succeeding Officer must require Entrance, to receive Satisfaction that the Fire is drawn from under the Mould and Copper, and take an Estimation.

X. YOU are (when you Estimate any Making of Candles after they are finish'd) to satisfy your self whether there be any crack'd Candles in that Making to be defaced; if there be,

be, you are to remark as near what Quantity you can, and Enter it in your Book, under the Total Number of Sticks, and also in the back-part of the Journal, that the Surveyor may go with the next Officer to weigh the Making, and see the crack'd Candles utterly defaced. You are also to observe where a Chandler hath collected from several Makings, crack'd, and other broken Candles, which he requires to be defaced : You are to acquaint your Surveyor therewith, that he may view them, and appoint another Officer with himself to see them weighed and utterly defaced, so as that no Part thereof be left in a condition to be burned ; but you are not to make any Allowance for the same, before the Chandler hath satisfied the Commissioners, that the said defaced Candles were such as had been charged with the Duties. And in order to preserve the Trader's Oath, they are in this Case, in their Entries in the first Column, to Enter the full Quantity of all the Candles in each respective Making. In the next Column the Quantity of Candles defaced ; and in the next, the Neat Quantity chargeable with the Duties, and you are to return your Voucher agreeable to the said Entry.

XI. YOU are to make the best Enquiry you can, after all private Makers of Candles, and if you find
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any that have not compounded as the Law directs, you are to acquaint your Surveyor, that they may be prosecuted, and survey'd as other Chandlers for Sale. You are also frequently to inquire into the Families of Compounders, in order to discover whether they have made a true Composition, or not. •

XII. YOU are in no case to enter any feign'd Survey, nor to erase, alter, or blot out any Word, Figure, or Character, although you have found you were mistaken, but rectify such Mistake, by inserting what it should have been. Neither are you to take out or change any Leaves in your Book, nor to accept of any Treat, Gift or Reward, from any Person under your Survey.

XIII. YOU are, in a Book kept for that Purpose, once every Month at least, to take and Enter an Account of all the Candles in Stock upon each Chandler; to the end you may discover any Increase made in Stock, either from Candles privately made in their own Houses, or brought in from any private Work-house from abroad: Where you find any Increase that you are not satisfied the Duty on them hath been charged, and that you have not had six Hours Notice of his buying them before he brought them in, you are to charge such Trader with the Duty of such Increase. That
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the Book may always be in Readiness for such Compares, every Officer who takes a Declaration of a making of Candles, is within 24 Hours after the taking thereof, to post the Weight of each Size in the proper Column, to the respective House in the said Stock-book.

XIV. YOU are to keep your Book fair, with your Figures large, and to have your Instructions always about you, when on Duty; and you are to make your self thoroughly acquainted with what they contain, together with the Acts of Parliament, that you may the better know your own Duty, and what to expect from others.

XV. IN order to charge the Duty on Soap, you are likewise in your Surveys at the Soap-Houses to Enter on the Specimen, and in your Minute-book, the Condition of them; where you have any Notices, Enter them; if a Boil depending, remark its Progress; if the Copper is damp, take the dry Inches; if the Soap is boil'd off, do the same; if in Casks, take the Number of each Size; if hard Soap in Frames, take the Length, Breadth and Depth of the Soap; if any Half-boil in Tubs, or left in Copper, take the Diameter and Depth, or dry Inches. You are also at such Times frequently to inspect the Enter'd Rooms, and such other Places

as you shall suspect, in order to prevent any Soap being conceal'd from your View. At the End of each Course you are to Enter in the Journal the Notices you have receiv'd from any Soap-boiler, with the Time when, &c. then double on the Working-Houses as directed in the fifth Article of the Candle Instructions.

XVI. YOU are not to see old Soap cut in to be refreshed by your self, nor without having twelve Hours Notice. You are, where you see Soap cut in, first to weigh the gross Quantity, and Enter it in your Book, from which deduct the Tare of the Cask, when empty'd, and allow no more than the Remainder. You are also at such Times to take good care that you be not imposed upon, by seeing Half-boil, or any other imperfect Soap, that never was charged, cut into the Copper, under Pretence of its being old Soap that had pay'd the Duty before; and where you find reason to suspect it, you are not to make any Allowance, but when the Boil is weighed off charge the whole Quantity.

XVII. WHEN you are to attend the cleansing of any Boil, you must be sure to repair in due time to the Place appointed; where you are to see that the Tares of the Cask are right; to take the dry Inches of the Copper, when boil'd off, and when cleansed;

cleansed; an Account of the Cask; Frames or Tubs wherein the Soap is put, according to the Directions in the 15th Article; the Particulars whereof you are to insert in your Minute-books and the Total on the Specimen; you are then also to inspect the enter'd Rooms, and other suspected Places, as above directed.

XVIII. WHEN you see a Boil of Soap weigh'd off, you must have regard to the Weights and Scales, and see that they are just. If any whole Cask or Remnants are cut, to make the others Weight, you are to mention them both in your Book and Ledger, remark the weighing such Stock on the Specimen Paper, and leave the whole Charge or Weight with the Soap-maker. You are also to insert the Names of those who come to survey, during the Time you are weighing off, or attending Cleansings, and they are to enter the Names of them that are so attending.

XIX. THAT you may be as little troublesome to the Soap-makers as possible, where the House is Silent, and the Soap-maker doth agree, and is content, that you, or some other Officer, see his Coppers in the Morning before they are charged (at which Time you, or he, is to observe whether there be Reason to suspect any Fraud, by the Warmth of the Copper, or Circle round the same)
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in such Case, you may omit such Survey, as would otherwise fall out to be made between one and five in the Morning.

XX. WHEN you have Soap put into old Casks, on which the Tares are set with Chalk, you are on the Specimen Paper to insert the total Sum those chalked Tares make; that it may be known, when the Soap is weighed, whether those Tares are the same.

XXI. WHEN the Surveyor, or general Surveyor of any Division, shall have occasion to employ any Officers under their Inspection, upon any extraordinary Occasion relating to the Revenue, you are to observe their Directions, whether you are then on Duty, or not; but if it happens that you are on Duty, and (by such extraordinary Service) hindred from the common Performance thereof, you are in such Case to denote the Occasion in your Minute-book.

XXII. THAT when any Officer makes a Demand of Entrance into, or at any Chandler's, Soap-maker's, &c. he is first, for a reasonable time, to Knock, Ring, or Call at the Chandler's or Soap-maker's Gate, or Dwelling-house, or such other Place, where he hath usually procur'd Entrance; and if he be not admitted thereupon, he is with a plain and audible Voice
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to make a Demand at the said Gate, Dwelling-house, or other Place, in Words to the Effect following, *viz.* (*I ——— Gauger, or Officer of Excise, do demand Entrance into the Work-house, &c. of Mr. ——— to Gauge, or take an Account of his Candles, or Soap, as the Law directs:*) and if the Demand be made in the Night-time, it must be in the Presence of a Constable; and the Officer is to mention in his Demand, that a Constable is with him; and if the Demand be made in the Day-time, the Officer (if possible) should have some sufficient Witness present, to prove his making Demand, as afore-said; and after he hath so done, to stay a reasonable Time before he goes from the House or Place, and Enter the whole of his Proceeding in his Minute-book; but that no Officer do take a Denial of Entrance, or Refusal to declare a Length, of any Chandler, or his Servant, without acquainting such Chandler, Soap-maker, or Servant (if possible) with the Danger thereof, and the Penalty incurr'd thereby.

N. B. *The Night at the Chandler's is now only deem'd from Evening 11 to Morning 5.*

F I N I S.



